

# RULES AND CONDITIONS OF EXCHANGE

## D5470 MOUNTAIN AND PLAINS

### ROTARY YOUTH EXCHANGE

#### A. **Host Club Responsibilities.**

1. Arranges for host families.
2. Arranges enrollment, tuition and other educational matters with the local secondary school for year-long exchanges.
3. Appoints a Rotarian counselor for each exchange student.
4. Meets the exchange student upon arrival and escorts him or her to the host family home.
5. Notifies sending district of safe arrival.
6. Provides and continues orientation for the exchange student.
7. Arranges for the exchange student to participate in as many social and cultural functions in the host country as possible (particularly Rotary meetings and functions).
8. Arranges a monthly allowance for long-term exchange students. Monthly allowance is contingent on meeting school attendance and performance requirements. *You will arrange with your counselor each month to receive your monthly check.*
9. Maintains contact with the exchange student and the host family through the Rotary counselor for the duration of the exchange.
10. Maintains contact with the sending district for the duration of the exchange.
11. Assures that all parties understand the specific responsibilities of each.
12. Keeps informed of all government regulations pertaining to foreign students.

#### B. **Host Family Responsibilities**

1. Provides room and board for the exchange student. A cell phone with a prepaid \$100 card that lasts (depending on use) up to one year will be provided to the student by the host club.
2. Exercises parental responsibilities and supervision, as would the exchange student's own parents.
3. Advises the exchange student about matters such as family, school, community and Rotary functions during the period of the exchange.
4. Provides or arrange for transportation to local family, school, community and Rotary functions during the period of the exchange. Transportation to mandatory Rotary functions outside the local area is a club responsibility.
5. Contacts the Rotary counselor at least monthly by telephone with a brief status report and notifies the counselor immediately if the exchange student is

encountering any problems such as illness, difficulty in adapting to the host family or school, or serious homesickness.

6. Notifies the counselor immediately when the student moves to a new host family.

### **C. What Host Families Can Expect From the Rotary Club for The Inbound Student**

Inbounders are students from abroad that come to our community for one year. **Many of the people whose lives are touched by these exchange students will tell you that they get much more out of the experience than they give.** Of course there are risks for the clubs and families; however they usually pale in comparison to the risks the students take by leaving home and coming here. Your exact risk is 4%. Last year, of the 14,000 students who went abroad, 4% returned early. The top two reasons were attitude and homesickness. If you experience any difficulty with the student in your home you have several resources to help you, including the club Youth Exchange Officer, the club counselor, the district level country contact and the district level chair. Please don't hesitate to call on any of these people if you need assistance.

- 1. The Student needs a counselor in the club. This person should not be the club Youth Exchange Officer or a host parent.** Ideally this person should be a neutral person within the Rotary club to whom the student could turn if a problem arose. The gender of the student is taken into consideration when a counselor is selected. The counselor is expected to contact the student at least once a month. This could be dinner at the counselor's house, coffee, a ball game or a phone conversation.
- 2. The club must budget for the student allowance. A minimum of \$75.00 per month plus lunch money is required by Rotary International policy.** It is recommended that the student set up a joint account with his or her counselor at a convenient institution, into which the allowance checks can be deposited. Reasonable school and athletic fees are also paid by the host club and are to be covered by the monthly allowance.
- 3.** The club should include your student in club meetings and special outings. This is a great way for them to get involved and meet lots of people.
- 4. One condition of the exchange year is that the students attend two orientations and, if scheduled, the District Conference.** The students look forward to these weekends. The host club must arrange transportation to these events, which take place within our district.

**As a host family you are expected to provide a safe environment for your student, to treat him or her with respect, and to give your student reasonable parental guidance equal to the guidance you give your own children. Our exchange students are expected to adhere to the rules of your home, such as: making their beds, cleaning their rooms, using TV and computers in a reasonable manner and for a reasonable amount of time. Please set these limits so everyone involved knows what they are. While we hope you will include your student in many activities, you are not expected to bear extraordinary costs, like travel. Please be clear with your student on these costs and what is expected of them.**

**We thank you for your time and energy. We realize you are very busy with your own life and appreciate your willingness to reach out to our students and share your lives with them!**

## **D. Club Youth Exchange Counselor Responsibilities**

The Club counselor is the safety net for the club's inbound students during the exchange. He or she is charged with providing the tact, sympathy, patience, understanding and maturity that will guide the student through the hard times with the Youth Exchange Officers and/or host parents in a given situation.

### Specific Duties

- Encourages host club members to arrange for the student to participate in as many social and cultural functions as possible, including Rotary Club meetings and events.
- Meets and sends off students in conjunction with his or her host families.

*It is recommended that the counselor for an inbound student host the student in the counselor's home overnight or for a weekend during the first month of the exchange to build a comfort and rapport with the student.*

- Maintains contact with the inbound student and his or her host families throughout the duration of the exchange.

*Monitors student's financial situation and need, if any, for financial aid.*

*Arranges for student bank account to hold emergency funds and arranges for safeguarding student's return ticket (if a paper ticket is involved), passport, visa and other official documents.*

*Meets with student each month to review the monthly report required by district and deliver monthly allowance checks.*

*Arranges for student attendance at committee meetings and Rotary meetings and mandatory Rotary club and district functions.*

*Assists as needed with arrangements for out-of state travel.*

- Maintains close contact with the school officials involved with the student to provide backup support, awareness and counsel regarding any problems that may come up with the student or the school. Monitors and reports on scholastic progress.
- Stays aware of all issues that arise in the exchange, paying particular attention to those between the student and host families, the student and the school, and student violation of program rules. Responds quickly when called on by the student, a host family and/or the Club Youth Exchange Officer. In dealing with these situations, extreme tact, sympathy, patience, understanding and maturity may be needed to effect the best and most timely resolution.
- Becomes and remains aware of the strategy and resources available to assist in resolving very difficult situations and utilizes them promptly and appropriately where necessary in conjunction with the Club Youth Exchange Officer and the District Committee.
- Discharges whatever additional responsibilities deemed necessary to accomplish the best possible exchange experience for all parties involved.

## **E. Exchange Student Responsibilities.**

1. Agrees in writing to abide by all rules of the program (*See end of section*).

2. Accepts the supervision of the host district, host club and host family.
3. Accepts speaking engagements at Rotary and other community functions during and after the period of exchange.
4. Attends all scheduled Rotary Club and District activities unless excused by the Rotary Counselor and/or Host Club YEO Chairman.
5. Attends Rotary meetings and/or Youth Exchange Committee meetings at least monthly unless excused by the Club Counselor.
6. Meets with the Club Counselor on a monthly basis to collect monthly allowance and review monthly report. Notifies the Club Counselor immediately if he or she is encountering any problems with school or host family.
7. Corresponds at least monthly with his or her home district and club by filing written monthly reports with the Country Contact, the Inbound Coordinator and Club Counselor.
8. Maintains passing grades in all school classes and attends school regularly. The club counselor must be provided with copies of all report cards.
9. Has appropriate clothing for the period of the exchange, has sufficient spending money from home, and has an emergency fund of \$500 deposited in a local savings bank.
10. Gives the return airline ticket (if paper) to the Club Counselor for safekeeping.
11. Must not undertake travel outside the immediate area of the community in which the host club is located without the consent of the host parents and the host club and district. Permission forms must be signed in advance and are included in this handbook.
12. Must in no circumstance own, operate or drive a motorized vehicle of any kind during the term of the exchange.
13. Displays behavior at all times that reflects credit on the exchange student, the home country and Rotary and strives to adapt to the way of life of the home country.
14. Must not arrange for visitation from parents or friends without advance permission from the home district, the host district, the host club and the host parents. Parental visits are discouraged and, if made at all, should be done during the last two months of the exchange and never during a holiday, as the host family may have other plans for the student at that time. In no event should a host family be expected to provide housing for the student's visitors.
15. Must return to the home country at a specified time and by a route agreed upon by the host club, the host district and host parents.

### **E. Strict Rules And Conditions Of Exchange: Violations Will Result In Student's Immediate Return Home**

As a Youth Exchange Student sponsored by a Rotary Club and District, you **MUST** agree to the following rules and conditions of exchange.

- 1) The student must obey the laws of the host country. If a student is charged with the violation of any law, he or she can expect no assistance from Rotary sponsors or his or her native country or club. Many cities have curfews for students under age 18, so be aware that arrest for violation of curfew laws is grounds for being sent home. A student will be returned home as soon as he or she is released by authorities.
- 2) The student is forbidden to possess or use illegal drugs. Medicine prescribed by a physician is permitted.
- 3) The student is forbidden to operate a motorized vehicle of any kind that requires a federal/state/provincial license or participate in driver education programs.

- 4) The illegal drinking of alcoholic beverages is expressly forbidden. Students who are of legal age should refrain. If the host family offers a student an alcoholic drink, it is permissible to accept it under their supervision in their home.
- 5) Stealing and shoplifting are prohibited. There are no exceptions. If apprehended, a student will be returned home as soon as he or she is released by authorities.
- 6) Unauthorized travel is not permitted. Students must follow the travel rules of the Host District and obtain appropriate Travel Releases.
- 7) The student must be covered by a health and life insurance policy agreeable to the Hosting District.
- 8) The student must attend school regularly and make an honest attempt to earn C grades or better.
- 9) The student must abide by these rules and conditions of the Hosting District.

**F. 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.**

- 1) Smoking is discouraged. If you state in your application that you do not smoke, you will be held to that position throughout your year. 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.
- 2) You are expected to become an integral part of your host family, assuming duties and responsibilities normal for a student of your age and other children in the family. You are expected to respect your host's wishes. If you have concerns in this regard, you **MUST** contact your counselor immediately.
- 3) You are expected to do your best to learn the language of your host country. The effort will be appreciated by teachers, host parents, Rotary club members and others you meet in the community. It will go a long way in your gaining acceptance in the community and those who will become lifelong friends.
- 4) You are expected to attend Rotary-sponsored events and host family events. Show an interest in host family and Rotary activities to which you are invited. Volunteer to get 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. Do not spend all your time with other exchange students.
- 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 from your host family or others. Pay any bills you incur promptly. Contact your counselor if you are having financial problems. Ask permission to use the family telephone, keep track of long distance calls and reimburse your host family each month for the calls you make.**

8) Travel is permitted with host parents, Rotarians, or for Rotary club or district functions authorized by the hosting Rotary club or district with proper adult chaperones. **Other travel must be approved by the host district contact, host club, host family and student's own parents/legal guardians in a writing that releases Rotary of responsibility and liability. Students may not travel alone or accompanied only by other students.**

9) If you are offered an opportunity to go on a trip or to an event, make sure you understand any costs you must pay and your responsibilities before you go.

10) You must have proof of proper immunization.

11) Students should have sufficient financial support to assure their wellbeing during the exchange year. Your hosting district requires a contingency fund of \$500 for emergency situations. It must be replenished by the student's parents/guardians as it is depleted. Unused funds at the end of the exchange will be returned to the student. These funds must be turned over to your club Counselor upon your arrival and is not meant to cover day-to-day expenses.

12) Any costs relative to a student's early return home or any other unusual costs (e.g., language tutoring, tours, etc.) shall be the responsibility of the student's own parents/guardians.

13) Students must return home directly by a route mutually agreeable to the host district and student's parents/guardians.

**Read, agreed and accepted.**

Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Witness: \_\_\_\_\_