


Host Family Name (e.g. John and Mary SMITH)	Club	District
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WESSEX Host Family Orientation

Rotary Youth Exchange, District _____



Section 1 – Prerequisites for Orientation (Following must be completed before the host family is oriented.)

Date Background Checks Completed	Date Reference Checks Completed	Date In-Home Interview/Inspection Done
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Student Information

Student's Name	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Home Country	Home District
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Section 2 –District policy on each of the following must be explained to the host family. Please check as discussed.

<input type="checkbox"/> Rotary organization, youth exchange program <input type="checkbox"/> First night questions <input type="checkbox"/> Rotary Club and Rotary Counselor's roles <input type="checkbox"/> Rotary activities (district and club) <input type="checkbox"/> How to respond to a problem <input type="checkbox"/> Rotary resource persons <input type="checkbox"/> Medical, liability and dental insurance <input type="checkbox"/> Passport <input type="checkbox"/> Airline Ticket <input type="checkbox"/> Money <input type="checkbox"/> Employment <input type="checkbox"/> School (academic expectations, etc.) <input type="checkbox"/> Dress Codes (School and social occasions) <input type="checkbox"/> School lunches <input type="checkbox"/> Financial obligations	<input type="checkbox"/> Student's place in the family <input type="checkbox"/> Religion <input type="checkbox"/> Customs and mores of student's home country <input type="checkbox"/> Local transportation <input type="checkbox"/> District Travel policy <input type="checkbox"/> Drinking, Drugs, Driving, "Dating" <input type="checkbox"/> Body decorations (Piercing, tattoos, etc.) <input type="checkbox"/> Smoking <input type="checkbox"/> "Downloading" <input type="checkbox"/> Internet/computer policy <input type="checkbox"/> Phone/Text message policy <input type="checkbox"/> Notification of material changes (address,work, arrests) <input type="checkbox"/> Hosting "Best Practices" <input type="checkbox"/> Strategies for cross-cultural interaction <input type="checkbox"/> Post hosting evaluation
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Section 3 – Check items received by the host family

<input type="checkbox"/> Host Family Handbook and/or Guidelines <input type="checkbox"/> Copy of the student's application <input type="checkbox"/> Calendar of student activities <input type="checkbox"/> Rotary District Rules and Conditions of Exchange <input type="checkbox"/> Contact information for club and district youth exchange volunteers <input type="checkbox"/> Letter to Host Family from USA State Department <input type="checkbox"/> Copy of USA State Department Exchange Visitor Program Regulations <input type="checkbox"/> Travel permission from Natural Parents
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Certification

Signatures certify that information in this report is accurate and that the orientation was conducted on the date listed below.

Date Orientation Conducted	Program Representative who Conducted Orientation	Signature of Program Representative
Host Father Name (Type or Print)	Host Mother Name (Type or Print)	Other Host Family Members Present
Signature	Signature	

DOCUMENT RETENTION & TRACKING INSTRUCTIONS: Appropriate District or Club Officer must upload a digital copy to the YEAH online database. Records will be maintained for a minimum of three years after Exchange completion.

Host Family Orientation Guide

Revised: January 2018

Each host family must participate in an orientation using the *WESSEX Host Family Orientation Form*. This guide is to be used in conjunction with the *WESSEX Host Family Orientation Form*. Once complete, please upload into YEAH. If you have any issues, please contact your CGC.

Section 2:

Rotary organization, youth exchange program - Explain Rotary, how Rotary Youth Exchange fits into Rotary, and its oversight by the U.S. Department of State: <http://mountainandplainsrye.com/about/what-rotary>

First night questions - Plan a family meeting to welcome the student and explain basic rules of the household:

<http://mountainandplainsrye.com/inbound/first-night-questions>

Rotary Club and Rotary Counselor's roles -

<http://mountainandplainsrye.com/officers-counselors/guidelines-counselor-and-yeo>

Rotary activities (district and club) - <http://www.rotary5470.org/>

How to respond to a problem - Refer to the training the family has completed and review the chain of command information located (located in Handbook). Ensure the family has necessary Rotary contact information (Attachment A)

Rotary resource persons -

<http://mountainandplainsrye.com/about/district-committee>

Medical, liability and dental insurance - The District provides a policy. For policy description, claim forms and instructions:

<http://mountainandplainsrye.com/inbound/insurance>

Passport - Make sure the student has passport and all accompanying documentation (DS2019 and D-101) keeps it safe, and always knows where it is. Must accompany student on any travel.

Airline Ticket - If the student has a paper ticket, make sure student knows where it is, keeps it safe, and can access it when necessary.

Money - Explain your club's policy as to the amount of the monthly allowance and how it will be given to the student each month.

Employment - Prohibited except for casual jobs that do not require a social security number (i.e. babysitting, lawn mowing, car washing, etc.)

School (academic expectations, etc.) - Explain expectations to behave as a responsible, normal student; attending class and turning in assignments as required.

Dress Codes (School and social occasions) - Be aware of dress codes as required by event. If in doubt, consult the student's counselor at school or in the club.

School lunches - Rotary International requires that the hosting club provide for school lunches. This is normally covered by the monthly allowance, but host families often provide for a bag lunch to be taken to school. Explain your club's policy.

Financial obligations - Clubs normally pay for school lunches, cell phone, monthly stipend, athletic fees and other school-related expenses (i.e. Yearbook, school outings and field trips, uniforms, etc.). Explain your club's policies.

Student's place in the family - Have a family meeting to discuss. For example, relationship with other children, responsibilities for housekeeping, meal cleanup, etc.

Religion - Accommodate the student's desires to the extent practical.

Customs and mores of student's home country - Express to the student a willingness to learn about these from the student and to accommodate them as practical.

Local transportation - Instruct the student regarding school buses and public transportation.

District Travel policy - If you wish to travel outside the immediate area with the student, you must obtain natural parent permission by email or in other written form. Student has been asked to bring a blank signed form along with the other travel documents. If the student did not bring a signed form, download from: <http://mountainandplainsrye.com/inbound/travel-approval-requirements>

Drinking, Drugs, Driving, “Dating” - Drinking, drugs, driving, steady dating - Prohibited

Body decorations (Piercing, tattoos, etc.) - Prohibited

Smoking - Prohibited

“Downloading” - Instruct on dangers of internet and prohibition against downloading pornography.

Internet/computer policy - Explain rules of your household.

Phone/Text message policy - Explain rules of your household.

Notification of material changes (address, work, arrests) - You must notify your Club Group Coordinator of any changes in address, work, arrests, children in your home turning 18 or children 18 and older and returning to live at home.

Hosting “Best Practices” - The Training and the manual cover these.

Strategies for cross-cultural interaction -

<http://www.yeoresources.org/DocumentsLibrary.html>.

Click on the gray tabs at the top to find programs and training modules for Inbound and Outbound student. This website is a real treasure!

Post hosting evaluation - When the student leaves a host family, the YEAH program automatically sends the family a Post - Program Evaluation Form. The completed information will be made available to our District Chair to assist in improving our program. Urge your host families to complete this form.

Section 3:

Host Family Handbook and/or Guidelines - YEO will email this to the host family: <http://mountainandplainsrye.com/host-families/>

Copy of the student’s application - YEO will confirm that this has been emailed to the family and contact the Club Group Coordinator if that has not been done.

Calendar of student activities - To be developed during student's stay. Instruct on how often student is expected to attend Rotary meetings and how transportation is to be provided. Instruct as to dates of Mandatory District Events (District Interviews, Inbound Orientation, etc.) and transportation arrangements. Calendar: <http://mountainandplainsrye.com/inbound/calendar>

Rotary District Rules and Conditions of Exchange - On page 10 of the student's application and at: <http://mountainandplainsrye.com/outbound/program-rules>

Contact information for club and district youth exchange volunteers - <http://mountainandplainsrye.com/about>

Letter to Host Family from USA State Department - <http://mountainandplainsrye.com/host-families>

Copy of USA State Department Exchange Visitor Program Regulations - <http://mountainandplainsrye.com/host-families>

Travel permission from Natural Parents - If you wish to travel outside the immediate area with the student, you must obtain natural parent permission by email or in other written form. Student has been asked to bring a blank signed form along with the other travel documents. If the student did not bring a signed form, download from: <http://mountainandplainsrye.com/inbound/travel-approval-requirements>

***NOTE:** All of the above information can easily be found on the RYE website: <http://mountainandplainsrye.com/user>. This is a secure site and you must sign in with a user name and password. If you do not have a user name and password, contact the *Communications Coordinator*, Lindsay Keller, at lindsayandrich@hotmail.com.