**January**

* Contact your current Future Outbound student(s) and make sure they are aware that the Scholarship Application deadline is this Thursday, January 31st. Remind them that the scholarships are financial need based and that they can go to: <http://mountainandplainsrye.com/applicants/scholarships> for all of the information.
* Hop on to Yeah and see if your student and counselor have completed their January reports yet. If not text or call them with a reminder. They’ve already received an email reminder from the system so use a different form of communication.
* Check in with your Inbounder(s) and find out if they are going on any Rotary offered summer tours. If so make sure they plan their airline ticket departure date to occur within a few days of returning to your city following the tour. If not going on the tour advise that they need to plan their departure within 10-days of school ending. Exceptions can be made, call me with questions. **Best Practice tip:** Don’t burn out yourself or your host families by allowing students to hang out in your town in the summer!

**February**

* Most of you will be transitioning your students to their third and final host family in about one month. This is the time to review that host families file and make sure they are fully vetted and ready to host. If you haven’t already set a specific date you should email both families together and let them know of the target date and allow them to talk together to choose the date that works best for both.
* If you are sponsoring an Outbound student next year you should receive three host family ideas from them. While our District does not require our Outbound families to host, we do require them to identify three families of which they can of course be one of them if they so choose. In early April we will be selecting students for next year so follow up on this requirement soon so you can begin to identify first host families and talk with them about what type of student they may want to host. Having this early makes the visa process for the student you select in April so much easier!
* Inbound Travel: Your Inbounder will likely have aspirations of Traveling, either on a Tour or with their parents. Go to Resources and Forms to see the Travel Policy, and make sure you work with your Student so that they know what is allowed and how to get their requests for travel out for permission with the other volunteers.

**March**

* Ask your future Outbounders if they have any Host Family Referrals. If they do, email them to the Outbound Coordinator. The Referral Form is located under the Resources and Forms section of the website, if you need a copy.
* Inbound Applications are beginning to come in, keep your eye out for an email explaining this years selection process. Review the IB Process Document located in Resources and Forms
* If you are having any issues with your IB Student, remember to reach out to the Inbound Coordinator or Country Coordinator for assistance.
* Finally, a further plea to keep your program in compliance. Not doing so risks the program for everyone as we can lose the opportunity to provide visas if we are not doing things such as **fully vetting host families prior to the student moving in with them**. This is really serious and **your club could also be held liable should something happen to that student while with an unvetted host family**. To that end, the student & counselor monthly reports are a constant struggle for Dennis to follow up on. Please do not create extra work for others – we are ALL volunteers. Please reach out to me if you need more training on what is required as a YEO so that we can have the best program possible.

**April**

* First and foremost I hope you are all really excited to finally know who your Inbound Students will be for the next school year. Start the **IB Process.** This is a big month for the YEO- Lots of Paperwork. Thank you for getting this done in a timely manner. When we get this paperwork done early, it saves the InBounder hundreds of dollars in airline costs.
* By end of April, you should have all the necessary paperwork in place for the Issuance of the DS-2019. See **IB Process** Document for thorough instructions. Contact the OB Coordinator with any follow-up questions to the process.
* Host Families – this is the busiest time of year for all of us because we have to work really hard to line up our host families. I encourage you to start making those calls if you haven’t already. Also, press your Future Outbounders for help and let them know which students are coming to your town next year so they can continue to help you with this. Also write your Current Outbounds to let them know who is coming next year and ask them to host as well as to help find other host families. Look in Resources and Forms for Tips on finding Host Families
* Finally, let’s not forget with all the excitement of new students that we still have a couple of months left of managing our current kiddos’ exchanges. And if they’re going to get in trouble – I find that third term is typically when they do that! So, what do you do if you learn that your student has been found breaking the rules? You email your District Chair (Jim Duke: jimduke@targetrental.com) and Inbound Coordinator (DJ Brown: dj@thebrownhouse.com) right away. This does not mean that the District will automatically send your kid home so please do not hide their poor behavior for fear of what might happen to the student. The District will hear both you and the host family out in making any decisions about consequences.

**May**

* By now you should have secured your first host family for your student(s) for next school year and the family should be fully vetted. Work with your CGC to get them vetted, if they are not already. You should also have obtained the acceptance of your high school for your student(s) and completed the Guarantee Form. Please reach out to your student’s Country Contact if you have any questions about what all needs to occur so the student can obtain their DS2019 and eventually their visa. On the Progress Indicators page of your Future InBounder, All items should be highlighted in green except IC, IL and It if your student is ready to obtain their visa.
* With regard to our students who are here now, please enter their Return Itinerary into Yeah if you haven’t already. It is nice to recognize your student at their last Rotary Meeting. Some clubs even make up a Certificate of Completion of their Exchange which is nice. Offer to take a group photo with all of your Rotary Club members with the student. It’s also really nice to host a potluck for the student and invite all host families, Counselor and any other special friends/teachers they’ve made during their year. This is not a requirement but a great way to send your student off if you are up to putting it together.
* Reach out to your Current Outbound Student. How are they doing? When are they coming home? Schedule a time for them to present to your Rotary Club about their experience. Have a group of club members greet them at the airport if you can.

**June**

* Obtain your new Inbound Student’s flight details. Invite all host families, Rotary Counselor and Club Members to join you at the airport to welcome the student. Make a large sign on poster-board welcoming the student so they will easily recognize you at the airport. **See attached email example** that I sent to my host families recently. Identifying all three host families publicly and introducing them to the student early on helps keep them committed to the program.
* Schedule a potluck so the newly arriving students can meet all three host families and Rotary Counselors. **See attached email example.**
* Email your recent Rebounders and Outbounders. Invite them to the airport to welcome the new students. **See attached email example.**
* Communicate with your new Inbound about their mobile phone. Usually they will bring their own smartphone and you will change out their SIM card once they arrive. Be sure that you instruct them to have their phone “unlocked” in their home country before they leave.
* Contact the school and schedule a time for your student to choose their classes before school begins.
* Schedule your Rebound student to present at your club meeting about their exchange experience. Because applications for next year’s Outbound students are due September 30th I typically like to schedule my Rebounder to present in early October so that I can invite those students who think they want to go on exchange to the presentation.
* Stay in touch with your Outbounders. Invite them to a Rotary meeting before they leave, give them some of your club’s flags to exchange abroad, see them off at the airport if the airport is in your town.

**August**

* Hooray! Our new students have all (well almost all) arrived! If you haven’t already you should **print and laminate your student’s ID Card and Insurance Card**. As a reminder, you are required to give them an updated ID Card each time they change families with instruction to the student to always carry these cards with them. To find the cards go to the student’s record on Yeah, then “Documents”. You’ll find both there so you can print, cut, fold and laminate. We’ll be asking the students at orientation to show us their cards just to make certain they all received them.
* Market the Exchange Opportunity to High School Students! Get in touch with the school counselors and language teachers and give them info on the program. Go to **Resources and Forms> Marketing for a bunch of good resources to promote RYE!**
* Coordinate your student’s ride to Inbound Orientation and reply to Jackie Skramstad’s email with the driver info if you haven’t already.
* If you haven’t already, open the student’s bank account, collect the emergency funds and make sure your student is set up to receive their monthly stipend from your club. Keep all records of the student’s funds, bank statements, etc. incase you are asked by Rotary or their parents for the information later.
* Communicate with your Rotary Counselors to make sure they begin completing the Counselor Reports on Yeah the first month that the student arrives. I’ve instructed my Counselors to do this at the beginning of the month so we don’t have to worry about late reports this year which can put our program at risk if we’re audited.
* Also, make sure your Counselor does a Host Family Visit (Called the 2nd Home Visit since you as YEO did the first) and completes the report on Yeah for that as well. Our District wants to see these completed within the first month of the student’s arrival which is also a great way to make sure your Counselor connects with the student and host family sooner than later.
* A special request from our Country Contacts (CCs), please copy them when emailing your Inbound Student about anything of material importance. Even better, use Yeah to send the email to your student so we will have a record of what was sent. This will help our CCs know of any problems you are communicating abroad so they are prepared when they hear from their counterpart in the student’s home country as well as help to keep them more involved with their students throughout the year.
* Finally, if your student is just now arriving perhaps take a look again at the email I sent you last month. It had a lot of tips about welcoming the student, registering for classes, their phone, etc.

**September**

* Remind your area High School Counselors that the application deadline for going on exchange next year is September 30th. Students and families visit our district website [www.mountainandplainsrye.com](http://www.mountainandplainsrye.com) to learn more and apply. If you have the time, offer to meet the families for coffee to go over the program and their questions in more detail.
* Review the applications that your club receives through Yeah soon after the September 30th date and set up a time for Local Interviews. Outbound Coordinator, Nancy Galbraith, has been and will continue to send emails about when to do this and what additional documents you will want to request of your applicants by the local interview date. She will also provide sample interview questions that you can use during your interviews. More to follow next month on this topic.
* Coordinate your student’s ride to District Conference and reply to Jackie Skramstad’s email with the driver info if you haven’t already.
* Be sure that your Counselor has conducted the “follow up visit” to your host family’s home and logged this in Yeah. Remember that the follow up has to be done by someone other than who did the initial home visit.
* If you haven’t already had your student present to your Rotary Club then schedule this to happen quickly. I typically schedule a 15 min. time slot for the student to show pictures of back home to better introduce themselves as well as talk with the club about their goals for the year. Often club members can help their dreams become a reality if they just know what the student hopes to do and accomplish.

Finally, just a note about our “No Driving” rule. Please be sure your student and host family know that this applies to any motorized mode of transportation INCLUDING electric or gas scooters and electric assist bikes. Several insurance agents recently advised our district of this as an injury, or causing someone else to have an injury, could result in a liability for the homeowner/host family. So just a reminder that this rule is in place not only to protect our students but also to reduce the liability of our volunteers.

**October/November**

* Send your signed “Agreement to Host” a student(s) to Kristi Adams at: vicechair@mountainandplainsrye.com. My favorite part of the program is the Inbound side as I think bringing students from around the world to our schools and communities is so important to generate world peace and understanding. So, if you don’t have an Outbound applicant this year, please do not let that prevent you from still hosting someone!
* If you have an Outbound student that you’ve selected to sponsor for District Interviews then work with that student to make sure their application file is complete, also invite them to attend your Rotary meeting if you haven’t already.
* Are you able to attend the District Youth Exchange Conference either to interview candidates or to attend the program trainings? Then please register! You should have received an email by now. Each club is required to send at least one trainee each year.
* Time to think about transitioning your Inbound Student(s) to their second host family. Check in with your current family and make sure all is going well. If things aren’t going great then work to get the student on a contract so they know exactly what is expected of them. Best to do this before they move to the next family, call or email me with questions.
* Make sure your second host family is fully vetted. We move our club’s students the Sunday after Thanksgiving so it’s a great time to check in with the family even if they are already vetted just to update them on the student and make sure they’re ready to go with hosting. I usually say, “So and so is really excited to move in with you guys soon! I just thought I’d touch base to update you on their schedule, answer any questions, etc.” Be sure to print a new ID card for the student once they are moved.
* Drug/Alcohol testing – I’ve visited with most of you about your ability to do random testing of your student. We do this every year for all of our kids in Durango, typically the Monday after Homecoming. I know others have done this as well and hopefully the word is getting around to all of our kiddos that D5470 means business when it comes to drugs and alcohol use. Our students tell us that our testing helps them say no to peer pressure more easily so I definitely recommend it.
* Send your signed “Agreement to Host” a student(s) to Kristi Adams at: vicechair@mountainandplainsrye.com. My favorite part of the program is the Inbound side as I think bringing students from around the world to our schools and communities is so important to generate world peace and understanding. So, if you don’t have an Outbound applicant this year, please do not let that prevent you from still hosting someone!

If you have an Outbound student that you’ve selected to sponsor for District Interviews then work with that student to make sure their application file is complete, also invite them to attend your Rotary meeting

**December**

* **Attend the Annual RYE Conference!**
* When your Inbound Student moves to their next Host family, make sure and mark the move in YEAH. Super easy to do it from the app on your phone.
* Holidays are an important time of year for your Inbound. Be aware of any depression or anxiety over the approaching holiday. Many kids struggle during this time of year.