



**Rotary International District 5100
Youth Exchange Committee (2012-2013)
Located in Northern Oregon and Southern Washington, USA**

www.youthexchange5100.org

“The Future of Rotary is in Your Hands”

Enclosed in the Outbound Student section:

- 1) Intent to Participate form (See Getting Started Section)
- 2) Press Release (Suggested coverage for local papers)
- 3) Student information handout (use this when you talk to prospective applicants)
- 4) Rotary Exchange preliminary application (3pages, student keeps the first page)
- 5) Student Interview guide
- 6) Outbound parents interview guide
- 7) Process of selection of Outbound Students guide
- 8) Nomination Form (One copy, make additional copies as needed). Remember, you must submit equal outbound nominations for the number of inbounds that you are going to host.
- 9) Guidelines for Outbound Student Counselors
- 10) Club support ideas
- 11) Final Outbound Application Packet. (One copy, make additional copies as needed.)

If anything was left out, or you have any questions regarding the Outbound Student process, please contact the Outbound Student Coordinator list on the committee roster in the front of this handbook.

SAMPLE PRESS RELEASE

FOR IMMEDIATE RELEASE

CONTACT _____

ROTARY YOUTH EXCHANGE
OFFERS A UNIQUE OPPORTUNITY

“Over 8,000 youngsters will spend tonight in someone else’s home,” according to _____, chairperson of the _____ Rotary Club, Youth Exchange Committee. Rotary Youth Exchange, one of the largest of the international youth exchange organizations, draws its participation from over 60 countries throughout the free world.

_____ pointed out that Rotary District 5100, which encompasses the Northern third of the state of Oregon and a portion of Southern Washington, is one of the most active exchange districts in the world, with 40+ students venturing off to the far corners of the world each year, and a like number arriving here from the 22 countries involved in the exchange with the district. The countries involved in the exchange with the local district this past year are: Argentina, Australia, Austria, Brazil, Chile, Czech Republic, Denmark, Ecuador, Great Britain, Finland, France, Germany, India, Italy, Japan, Mexico, Peru, Philippines, Russia, Thailand, Taiwan and Turkey.

_____ stated that during the _____ years his club has been involved in the exchange program, more than _____ students from this area have become Rotary exchange ambassadors. District-wide, in 40 years of participation, well over 2,000 youngsters have become exchange students.

Rotary Clubs throughout the district are beginning their search this month to find the students who will be “ambassadors” during their Junior year. Students who participate in the exchange are high school freshmen this year, should be in the upper one-third of their class scholastically, and must have a desire to experience a new culture and perhaps a different language, and to meet people and make friends while spending a year in another country. Students who participate in the program from this area may expect to participate in 17 days of orientations, over a six-month period during their sophomore year, prior to going on their exchange.

Students who are interest in applying for the program will find posters and literature in the local schools and may get further information by contacting _____ at (phone) _____. Screening of applications at the local level will be held about _____ so that the final applications can be completed and submitted by the successful candidate to the district Youth Exchange Outbound Student Coordinator by October 31.

A particular challenge for the Rotarians has been the task of locating new host families. Each of the incoming students is placed with three or four families during their year, and it is this hosting which creates the possibility for a local youngster to participate in the program. All types of families, including single-parent households and retired couples, are welcome to contact Rotary about hosting a foreign student. Room, board, and guidance are provided by the families in exchange for a rare opportunity to become close to a young person from a different culture. Organizations wishing to meet students from other areas of the world or schedule programs by the students should contact _____ at _____.



Rotary International District 5100
Youth Exchange Committee (2012-2013)
Located in Northern Oregon and Southern Washington, USA

www.youthexchange5100.org

“The Future of Rotary is in Your Hands”

ROTARY YOUTH EXCHANGE PROGRAM STUDENT INFORMATION HANDOUT

PROGRAM DEFINITION

- 1) Service Clubs all over the world Over 1.20 million members
- 2) One student for one school year, approximately 10 months
- 3) True exchange program. An inbound student will attend your high school.
- 4) Excellent preparation for your year abroad. Train during your sophomore year & spend your junior year abroad.

GOALS

- 1) Further international goodwill and understanding
- 2) Broaden outlook on the world
- 3) Ambassadors for the United States of America
- 4) Learn about a new culture
- 5) Possibility to master another language
- 6) Advance the education of the participants

ELIGIBILITY

- 1) Sophomores, or soon to be sophomores
- 2) Good character, reputation, and involvement in and out of school
- 3) Above average academically, minimum of 3.0 GPA
- 4) For all students, not just students of Rotarians

APPLICATION PROCEDURE

- 1) Complete the Preliminary Application, contact school counseling office
- 2) Interview / Selection by local Rotary Club committee members
- 3) Final application to District Committee by October 31st
- 4) In home interview by District Committee member in November or December
- 5) Initial outbound student nominee orientation at Salem 4-H camp in January
- 6) Additional orientations / activities from February to June.

COST

- 1) Orientation fee of *\$1,650 for orientation, insurance, transportation, meals, paperwork, blazer, business cards (*Some or all of this fee may be paid by the sponsoring Rotary Club)
- 2) Air Travel \$1500 to \$4,000, depending on country
- 3) Emergency fund of \$500, if unused, returnable on completion of the exchange
- 4) Miscellaneous expenses of \$500 to \$1,000, the hosting Rotary Club overseas supplies a small monthly allowance

SOME OF THE COUNTRIES

Argentina, Austria, Brazil, Chile, Czech Republic, Ecuador, Denmark, Finland, France, Germany, Great Britain, India, Italy, Japan, Mexico, Peru, Philippines, Russia, Taiwan, Thailand, Turkey

PLEASE CONTACT YOUR SCHOOL COUNSELING OFFICE TO OBTAIN A PRELIMINARY APPLICATION OR THE PHONE NUMBER OF THE ROTARIAN THAT IS IN CHARGE OF YOUR LOCAL PROGRAM

SAMPLE CLUB PRELIMINARY OUTBOUND APPLICATION

(Please read this before filling out the attached application)

The Rotary Club of _____ participates in an educational and cultural youth exchange program for high school students. Under the program, you will live in a host country for approximately 11 months, attending high school and living with 1 – 4 host families. Students apply to become a Rotary Exchange Student at the end of their freshman year, or at the beginning of their sophomore year, and if selected will spend their junior year in the hosting country.

You should think seriously about participating in the Rotary Youth Exchange Program, since it affords a wonderful opportunity for travel, study and adventure in a foreign country. This is a broadening experience for students of exceptional promise. Being a Rotary Youth Exchange Student is exciting and challenging, since you will see and learn about another country after living there for just a month or two. It is emphasized that you do not have to come from a family in which there is a Rotary member; everyone is welcome to apply.

Exchanges have been conducted in the following countries: Argentina, Australia, Austria, Brazil, Chile, Denmark, Finland, France, Germany, Great Britain, Guatemala, India, Italy, Mexico, Japan, Peru, Philippines, Russia, Thailand, Taiwan and Turkey.

When chosen as a candidate, an application fee of \$_____ will be required. Additional major expenses to you will be to provide your own air fare to and from your host country, and an emergency fund of \$500. Other incidental expenses may also be involved, but the year abroad is a bargain, since your food and lodging will be provided by the host families. Some financial aid may be available for those with a demonstrated need.

To apply for the Rotary Youth Exchange Program, please fill out an application and submit it to a member of the Youth Exchange Committee as listed below. Your preliminary application must be submitted by _____.

Key Dates:

- A. Complete and return Preliminary Application to the local club by _____.
- B. Interviews with the local club during the period of _____.
- C. Candidate nomination form postmarked, with check attached to District Outbound Student Coordinator by October 1st.
- D. Final applications postmarked to the District Outbound Student Coordinator by October 31st.

The local Rotary Youth Exchange Committee consists of the following members:

ROTARY YOUTH EXCHANGE PROGRAM

Application to be completed by the student and submitted to the Rotary Club of _____ for possible acceptance as an outbound student candidate for overseas placement in the Rotary Youth Exchange Program. (You may use the reverse side to complete answers.)

Previous page is for your information. Please return pages 2 & 3 when completed

Name: _____ Male Female

Complete address: _____

Phone: _____ 2nd phone: _____

Date of birth: _____ Age: _____

Place of birth: _____ Citizenship: _____

Parent's (Guardian's) name: _____

Address: _____

Occupation: _____

Name of school you attend: _____

Location: _____

Year in school: _____ Grade average: _____

Religion: _____

What are your school interests and activities? _____

What are your hobbies and accomplishments (art, music, drawing, etc.)? _____

Have you studied a foreign language? Yes No If yes, how many years, what language, and what degree of proficiency?

Write a short essay on why you want to go to another country as a Rotary Exchange Student.

Have you ever been away from home? If so, how long, to what destination, and for what purpose?

Give your first, second, and third choice of countries. (Contact local Youth Exchange committee for current list.)

4. _____ 2. _____ 3. _____

Please have your parents sign here to indicate their willingness for you to participate in the Rotary Youth Exchange Program.

Mother/Guardian _____ Date _____

Father/Guardian _____ Date _____

Student signature: _____

Date application completed: _____



**Rotary International District 5100
Youth Exchange Committee (2012-2013)
Located in Northern Oregon and Southern Washington, USA**

www.youthexchange5100.org

“The Future of Rotary is in Your Hands”

**DISTRICT 5100 ROTARY YOUTH EXCHANGE PROGRAM
OUTBOUND STUDENT INTERVIEW GUIDE**

1. Why do you want to be an exchange student?
2. What do you have to offer as an exchange student? Your strong points? Your weak points?
3. If selected, where would you like to go?
4. Are you willing to go to any country?
5. Do you understand that we cannot guarantee a particular country?
6. What do your parents think about you becoming an exchange student?
7. Have you traveled much? Have you spent much time away from your family?
8. Do you think you will get homesick? How will you handle it?
9. Are you going steady? What does your boy/girl friend think of you leaving him/her for a year? How do you feel about that?
10. If you don't like your new home, what will you do?
11. Do you like all foods? Anything you don't like?
12. Do you realize that the customs, food and life will be very different from home?
13. Do you understand the rules of the program? No driving, dating, drinking or illegal drugs?
14. Will you attend church with your host family if they are of a different faith? How do you feel about that?
15. How will you describe the “American Form” of government?
16. What are your hobbies? What recreational and cultural activities do you enjoy?
17. Do you have responsibilities at home? If so, what? How well do you meet these responsibilities?
18. What are your future plans and ambitions?
19. What major issues involving the U.S. do you feel need the most explanation to your overseas hosts? How would you explain them?
20. If selected as an outbound candidate, are you willing to attend all training functions?
21. Are you willing to adjust your demeanor and appearance to fit the expectations of sponsoring and hosting Rotarians?

(At this point, ask the student to bring his/her parents into the room and introduce them.)



**Rotary International District 5100
Youth Exchange Committee (2012-2013)**

Located in Northern Oregon and Southern Washington, USA

www.youthexchange5100.org

"The Future of Rotary is in Your Hands"

**DISTRICT 5100 ROTARY YOUTH EXCHANGE PROGRAM
OUTBOUND PARENT INTERVIEW GUIDE**

Observe how the student introduces their parent(s) to the group.

1. How do you feel about your daughter/son becoming an exchange student and spending a year away from home? (Get a response from all parents attending.)
2. Your daughter/son has told us they would like to go to _____. How do you feel about her/his selection?
3. Do you realize the Rotary cannot guarantee a specific country or area? Would you be willing to let your daughter/son go to most any country assigned?
4. Explain costs of program to parents for which they will be responsible:
 - A. The application fee, orientation fees (January Outbound Orientation, Eastern OR Discovery Excursion, District Conference, and Final Outbound Orientation) which are included in the application fee. Parents may be expected to pay all or part of the \$1,500 according to the level of the club's financial participation.
 - B. Passport and VISA (\$300 - \$500+)
 - C. Airline tickets (\$1500-\$4,000)
 - D. Emergency Fund of \$500
 - E. May need personal visit to consulate
5. Have you read the rules of the program? Do you accept these rules?
6. Do you expect homesickness? How do you think she/he will handle it? How would you handle a "homesick letter" asking to come home?
7. Is the student a good eater? Do they like most foods?
8. Does your daughter/son have any sickness, allergies, or physical problems that might recur?
9. How do you think if she/he had any of the following problems, how would she/he handle them?
 - A. Problems with host family
 - B. Money
 - C. Sickness or health problems
10. If she/he lived with a family of a different religion, would it be a problem if your daughter/son went to church with the host family?
11. Call attention to the fact that the student is expected to become part of the host family and assume chores, clean room, etc. Do they do chores willingly at home?
12. Does she/he have a steady boy/girl friend? Would separation be a problem?

You may wish to speak to the parents alone. Simply excuse the student and ask her/him to wait outside the room for the parents.



**Rotary International District 5100
Youth Exchange Committee (2012-2013)
Located in Northern Oregon and Southern Washington, USA**

www.youthexchange5100.org

"The Future of Rotary is in Your Hands"

**GUIDELINES FOR EVALUATING STUDENTS
DURING ROTARY MEETINGS**
(Prior to the final Candidate selection)

1. Does the student look you in the eye when talking to you?
2. Does the student speak clearly when he/she talks to you?
3. When you speak to the student, does she/he listen and not interrupt?
4. Is the student dressed in clean, appropriately styled clothing?
5. Does the student have appropriate haircut/jewelry/clothing to blend in?
6. While in a group, does the student listen instead of whispering to a neighbor?
7. Does the student stay with a certain group of friends?
8. Is the student polite?
9. Does he/she offer to sit by you during lunch?
10. Does the student circulate among students and committee?
11. Does the student volunteer?
12. Does the student take notes?



Rotary International District 5100
Youth Exchange Committee (2012-2013)
Located in Northern Oregon and Southern Washington, USA

www.youthexchange5100.org

“The Future of Rotary is in Your Hands”

THE PROCESS OF SELECTION OF OUTBOUND STUDENTS

In forming your selection committee you may want to include some of the following:

- A. Your Youth Exchange Committee
- B. Officers or members of your club
- C. Returned outbound students
- D. Make sure your committee is composed of both genders
- E. Non-Rotarian members of your community
- F. Current and past host parents

IS THE STUDENT (S) YOU CHOOSE:

1. **ACADEMICALLY SOUND?** – Is their GPA 3.00 or higher, or are they in the upper 1/3 of their class?
2. **PEOPLE-TO-PEOPLE STUDENTS?** – Is the student a good mixer or are they standoffish when in a crowd? A good place to observe this is when all of the students are together – do they migrate to a corner of the room or fail to interact with the other students? Do they come to you to introduce themselves or must you seek them out for that initial introduction?
3. **HAVE PRIDE IN THEMSELVES?** - Are they clean and neat? Do they wear excessive makeup? Do they wear radical clothing or hairstyle? Do they wear the same clothing every time you see them? Do they dress appropriately for the occasion?
4. **DESIRE TO FIT INTO ANOTHER CULTURE?** – Can they accept that things are different in other cultures and that different cultures are to be EXPERIENCED not JUDGED? How do they feel about political situations in other countries?
5. **NEED TO BE ARTICULATE?** – Students, wherever they go, will be required to speak before groups of people. Do they look you in the eye when speaking to you? Can they understand the things you say without asking for explanations? Do they carefully choose their words when speaking? Is their vocabulary good? Do they appear to be reasonably at ease and confident when speaking?
6. **PARENTAL SUPPORT?** - Do the parents simply want to get rid of the student for a year? Are the parents willing to support ALL of the rules of the program? If the student is from a broken home do both parents support the program – willing to sign a letter to that effect? Can both natural parents sign the application even though they may no longer live together? Will both parents financially support the program?

7. **FINANCIAL ABILITY?** - While Rotary Exchange is one of the least expensive of the exchanges, it is still rather costly. Are the parents willing to support the program financially? Bear in mind that transportation (the biggest single expense) can run from \$1500 - \$4,000. If there is limited family financial ability, does the student have the drive and desire to earn all or part of the money necessary to be an exchange student? If you have a student who is exceptional in all other respects, is there support available from your club to insure, adequate funding of the exchange? Can the club help the student find part-time work?
8. **RACISM & POVERTY** – Everyone has their biases or prejudices. In students this tendency must be at a minimum. Could they live with a Japanese family in a predominantly Japanese neighborhood in Brazil? Could they live with a wealthy family in the Philippines, a third world country, with poverty all around them, and keep their opinions to themselves?
9. **EMOTIONAL PROBLEMS?** – Is there a history of emotional problem? Experience has proven that those who have a history of emotional problems (in spite of “cured” reports from psychologists) do not do well in this program. The incidence of failed exchanges (where the problem has been brought to light either before or after the exchange) is 100%.
10. **FAMILY HARMONY?** – Does the student get along well with parents and siblings? Is the exchange a vehicle for the parents to ‘get rid’ of the student for a year? Does the student want to escape the parents or other siblings for a year? How do brothers and sisters feel about losing a sibling for a year? In the case of a broken home, how well does the student get along with a stepparent?
11. **RECOMMENDATIONS FROM OTHERS?** – Have you talked with the school counselor or a teacher who knows the student well? The recommendation written on the application by the school does not always reflect the best opinion available. **THE VISIT WITH A TEACHER OR COUNSELOR AT SCHOOL MUST ALWAYS BE HELD IN THE STRICTEST CONFIDENCE AND IS BEST ACCOMPLISHED BY A VISIT OF ONLY ONE MEMBER OF THE COMMITTEE WHO THEN MAKE A RECOMMENDATION TO THE SELECTION COMMITTEE IN VERY GENERAL TERMS.**
12. **THE FINAL QUESTION** – Now that you have evaluated the student, the final question is:

“Is this a student I would like to have in my own home for a year?”

When you visit with the parents and the students, ask them how they would feel about **HOSTING** a student. You may find that some, while hoping for the selection of their own child, may feel that if their child is not selected, hosting may be an alternative that could afford many of the same benefits.

The district committee, during the in-home interview, discusses this with the families of the students who are selected to the program. But the district committee does not have the opportunity to talk with families interested in the exchange whose sons or daughters are not successful in the selection process. They may be a great resource!

INSTRUCTIONS FOR COMPLETING LTEP 2012-2013 APPLICATION FORMS

The following procedures are outlined for the benefits of those participating club YEC chairpersons to properly complete the long term application forms on behalf of the candidates who are nominated for the coming Rotary Exchange year.

1. For the 2012 – 2013 exchange cycle, Rotary International has made a wholesale revision to the outbound application forms. That is the bad news. The good news is that the forms are available in MS Word format and can be filled out and saved on almost any computer. RI also requires that a copy of the first page of the application be forwarded to them. Thus, the D5100 Youth Exchange Committee now requires that the application be filled (typed) out on a computer.
2. Club YEC Chairperson should provide a D5100 electronic version of the application. **DO NOT USE THE APPLICATION FROM [www. Rotary.org](http://www.Rotary.org).** Only use the application from www.youthexchange5100.org. We have preloaded some information on our specific form.
3. Candidate should attend the Outbound application seminar.
4. Each candidate needs to complete and print four entire sets of the application forms, including sections on medical, dental, school transcripts, etc. Leave the club and district signatures blank and submit to the club YEC Chairperson.
5. Each club YEC chairperson will follow the club YEC Chair Check Sheet in order to complete the application forms properly.
6. Each club YEC Chairperson needs to meet the following deadline dates to submit the completed application forms to the District 5100 Outbound Student Coordinator:
 - A. May 15, 2011 Intent to participate form due to the District YEC Chairman (by FAX or mail)
 - B. September 30, 2011 Student Nomination form due to the District YEC Outbound Student Coordinator (by FAX or mail). The outbound fee of \$1,650 is due at this time.
 - C. October 15, 2011 Outbound student and club counselor must attend the Outbound application seminar.
 - D. October 31, 2011 Final date to receive completed application from the outbound candidates to the District YEC Outbound Student Coordinator.
5. The District YEC Outbound Student Coordinator can provide necessary support and consultation to participating club officials when requested.
6. The objectives and goals of the D-5100 Youth Exchange program (Outbound program) will be to effectively produce highly motivated, academically sound and well qualified youth exchange candidates (between 45-50 students) within the Region.

If you have any questions or concerns regarding the Outbound Student process, please contact:

Chris Taylor

Outbound Coordinator

Res: 541.568.4365
Res Fax: 541.568.4539
Off: 541.962.2639
Off Fax:
Cell: 541.786.0408
Email: christaylor@eoni.com
Address: 69628 Antles Lane
Cove, Oregon 97824 USA



**Rotary International District 5100
Youth Exchange Committee (2012-2013)**
Located in Northern Oregon and Southern Washington, USA

www.youthexchange5100.org

“The Future of Rotary is in Your Hands”

STUDENT NOMINATION FORM (2012-2013)

The Rotary Club of _____ nominates:

Name of Student _____

Student's Mailing Address _____

City _____ State _____ Zip _____

Home Telephone _____

Student's E-Mail Address _____

Name of High School Student Attends _____

Student's current GPA _____

I understand that in order for a Club to nominate a student to the Rotary International District 5100 Youth Exchange program, the Club must host at least one student, per student nominated: this obligation to host is incurred at the time the nomination is submitted to the District Youth Exchange Committee, and continues even though the student(s) may resign or otherwise be removed from the program. It is not necessary to nominate a student in order to host a student.

Outbound students selected in the spring-fall of one year are usually assigned for travel during the summer of the following year. Reciprocal inbound students arrive in August or January following the departure of the outbound student.

The Club Youth Exchange Chairperson is responsible to verify that the application has been completed, with all appropriate signatures affixed, up to the level of District involvement. The final application is to be post marked no later than October 31st. It takes approximately one month for the student to complete the final application. **Therefore, please submit this nomination form to the Outbound Student Coordinator by October 1st.**

A \$1,650 CHECK FROM THE CLUB, PAYABLE TO:
“Rotary D-5100 Youth Exchange”
MUST ACCOMPANY THIS NOMINATION FORM

The local Rotary Club may require the student to reimburse the Club for all or part of the application fee. Should the student resign or otherwise be removed from the program prior to departure on an exchange, the unused portion of the application fee will be refunded to the Club.

Submitted by Club Youth Exchange Chairperson _____

Address _____

City _____ State _____ Zip _____

Home Telephone _____ Work Telephone _____ FAX _____

Email _____

If you are unable to contact me by phone, should that be necessary, you may contact:

Home Telephone _____ Work Telephone _____ FAX _____

Email _____

Signature of Club President

Remit this form to:

Chris Taylor

Outbound Coordinator

Res: 541.568.4365
Res Fax: 541.568.4539
Off: 541.962.2639
Off Fax:
Cell: 541.786.0408
Email: christaylor@eoni.com
Address: 69628 Antles Lane
Cove, Oregon 97824 USA



**Rotary International District 5100
Youth Exchange Committee (2012-2013)
Located in Northern Oregon and Southern Washington, USA**

www.youthexchange5100.org

"The Future of Rotary is in Your Hands"

**ROTARY DISTRICT 5100
GUIDELINES FOR OUTBOUND STUDENT COUNSELORS**

PURPOSE: To provide a designated person who will maintain contact between the Rotary Club and the outbound student from the time they are selected, during the time they are on exchange; and to facilitate the student's integration upon their return.

RESPONSIBILITIES:

- 1) Be the contact for the student when they have questions. If you do not have the answer, ask the Youth Exchange Chair.
- 2) Assist your student with putting together a slide presentation or video before they leave.
- 3) Assist your student with issues that may arise during the orientation process.
- 4) Assist your student with gift ideas before they leave.
- 5) See your student off at the airport.
- 6) Promote club letters to the outbound student.
- 7) Meet your student at the airport when he/she returns.
- 8) Bring the rebound students to Rotary meetings and encourage them to share stories of their experiences.
- 9) Assist your student with their club presentation to help make it more relaxing, informative, and enjoyable for everyone.
- 10) Follow up on rebounds for potential problems - communicate any to the Youth Exchange Club Committee Chair.