**Rotary International District 5100**

**Youth Exchange Committee**

 **Located in Northern Oregon and Southern Washington, USA**

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 “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.