

 **Rotary Club of Tigard Youth Exchange Committee**

District 5100, located in Oregon and Washington, USA

“The Future of Rotary is in Your Hands”



HOST FAMILIES: For Rotary Exchange Student – School Year \_\_\_\_\_/\_\_\_\_\_\_

Late August to November 30th Name

 Address

 Address

 Phone

 Email

December 1st to March 1st Name

 Address

 Address

 Phone

 Email

March 1st to Mid June Name

 Address

 Address

 Phone

 Email

Alternate Families

1. Name & Phone
2. Name & Phone

 **Rotary Club of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Youth Exchange Committee**

District 5100, located in Oregon and Washington, USA

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**HOST FAMILY HOMES**

Some of the KEY words and phrases that are used in the HOST FAMILY program are:

SEARCH, RETENTION, AND EVALUATION

**SEARCH**

1. Set a TIME goal for obtaining the Host Families for the upcoming year. Setting a target will cause the committee to NOT put off the chore, but will focus its energies toward meeting the goal. Like any difficult task, once it is over, you feel much better and successful. Each day, attempt contacting some families.
2. Develop a working and on-going SELECTION LIST by compiling possible host family names. Sources for names can be:
3. Your club members – have each member submit two names of families that they would recommend for hosting.
4. Present host families – have them submit names of families that they would recommend.
5. Visit each member of the ministerial association for possible input.
6. Obtain selected names of prospective families from the school.
7. Current outbound candidate family. Often the family of the outbound candidate will host just before their son or daughter leaves on exchange. This is an excellent opportunity to use the current inbound to help train your outbound.
8. Use a brochure during the search or recruitment.
9. It should be colorful, to the point, and easy to read.
10. Ask for testimonials from past and current host families to be incorporated in the brochure.
11. Invite the past host families to be part of the search process by:
12. Meeting with possible host families.
13. Visiting interested families on a “one-on-one” basis.
14. Would the past /current host families like to host again? If so, add their names to your list for future contacts.
15. Two members of the Club Youth Exchange Committee visit the home of prospective host family during the selection process.

**RETENTION:**

Once you place a student with a host family DON’T forget and DON’T neglect the family!!

1. Involvement – Throughout the hosting period the Club Youth Exchange Committee must keep in touch with the family. THEY CAN BE YOUR VERY BEST PUBLIC RELATIONS INSTRUMENT.
2. Invite the host family to special club meetings:
3. Birthday party for the inbound exchange student.
4. Christmas party for the exchange students.
5. Special club programs that involve the exchange students.
6. Have a special meeting / dinner / reception to for the host families. Include the inbound student, outbound candidate, and club members. Go through the following page by page:
7. HOST FAMILY HANDBOOK: Under one cover include:
8. General information about the Club YE program for the year.
9. Guidelines for the host family (RI and D5100 information).
10. Host family and club counselor responsibilities.
11. Activity schedule for District 5100 and your club.
12. D5100 youth exchange officer contact.
13. Club Roster, including Club YE committee contacts.
14. Inbound student’s application.
15. List of host families for the year.
16. Relief for the Host Family:
17. Rotarians should involve the exchange student in trips and other activities if they do not interfere with the host family plans.
18. The next host family should invite the student over for a dinner to equate the student with them.
19. The student counselor should have a standing monthly appointment with the student for coffee, ice cream or perhaps a movie. This allows the student and the counselor to discuss issues while they are still small.
20. The Club YE Committee is responsible for student travel to and from D5100 events. Do not leave it to your host family. Let them know they are worth the effort to arrange travel.

RECOGNITION for the host family.

1. Hold a special club meeting for Host Family Recognition.
2. Treat the Host Family as a “Club Member”. Invite them to your Christmas Party, Induction Ceremony, etc. Host families have often become Rotarians.
3. Newspaper article featuring the host family and the Rotary Youth Exchange Program.
4. At the end of each hosting period, present the outgoing family with a presidential letter of appreciation and a frame certificate of involvement for their part in bettering world understanding.
5. Invite and host the host families to attend the Friday night dinner and YE talent show at the District Conference.
6. In large part, the Club Counselor will be the key to a great host family experience. The counselor will make many of the family contacts, school contacts, student contacts, and club up dating!!!

**EVALUATION –** At The end of each hosting period the host family should be debriefed in order to build on successes and address any deficiencies in the program.

At the end of the year a written report for the club files on the Club Youth Exchange program listing suggestions for improvements to implemented the following year.