

To All clubs in the RYE (Rotary Youth Exchange) program:

We are now using the new YEAH (Youth Exchange Administrative Hub) system. It has replaced the WESSEX system that we were previously using. It is a paperless system that does much of the work for everyone with automated emails to the people who need to get them.

**For RYE volunteers:**

To join the YEAH system, so that you will be able to review your club information, go to [www.youthexchange5100.org](http://www.youthexchange5100.org). On the Club/Counselor tab, you will see Volunteer application, click on that. You will see information on being a Volunteer and click on the RED "Click here for the application." This will take you to the application process. Once there click on new volunteer application.

When everything is done in the new process, you will get access to YEAH and email confirmation. It will depend on how fast your three personal references respond to the emails they receive, it is all automated. You will need all three references' mail and email addresses. You can exit and return to the application at any time too. Once the application has been submitted, any correction need to be done by us. If you go back in, it will have you start all over and create a new application. Do not do this.

**For Host Families:**

Have them go to [www.youthexchange5100.org](http://www.youthexchange5100.org). The Host Family tab has information about being a host family. The tab under that is Host Family application tab that has more information. This is where you get to the application link "Click HERE to get started". This will take them to the YEAH system and have them click on "Begin a new Host Family application". When they are done, they hit the submit button. The host family now uploads their own required pictures and they will only need two Personal references for the entire family. The references will get an email from the system they must complete and submit back to the system. No more calling, yeah!!! Once the application has been submitted, any correction need to be done by us. If you go back in, it will have you start all over and create a new application. Do not do this.

Someone from the club RYE committee will still need to do an in-home visit before the student moves in. You will also conduct a host family orientation as before. The DOS (Department of State) rule is that the home needs to be visited by a second person from the club RYE committee within 60 days after the student moves in. This can be entered into the YEAH system by someone with access.

**Training:**

There is a new online training for youth protection awareness program with a 20 question test that all volunteers and host family members 18 and over must complete. All new people in the system will receive a link to the training and test site. For volunteers only (not host families), there is a second training about the DOS requirements of all youth exchange programs. This is a 30 question test that all the current counselors have already taken. This will be another link that is received by email in the future. We have been told that it is done but have not seen how it works.

**More Updates Coming:**

We will be going to another training on the YEAH system this week and will have more information as we go forward. Please have club members attend the District training in April. It will be very important with all the new changes.

We are also working on how the CBC (Criminal Background Check) is done. Currently there is no change and you need to still complete the request and send it to the District office by fax or email. The District office's email address is [office@district5100.org](mailto:office@district5100.org).

Everyone that has used this new system says it is so much easier and better. Please let us know if you have any questions. You can contact either Barbara Lauritzen at C – 503-804-5440, Email: [thebookkeeping@comcast.net](mailto:thebookkeeping@comcast.net) or Steve Schwab at C – 503-939-4122, Email: [steve@sunsetgarbage.com](mailto:steve@sunsetgarbage.com)

Thank you for being a part of Rotary D5100 Youth Exchange program.